

# *Orientation to:*

## Operating the National School Lunch Program in Arizona



### How does the National School Lunch Program (NSLP) work?

Public schools, private non-profit schools, residential childcare institutions, juvenile correctional institutions and boarding schools get reimbursed from the USDA for each lunch they serve. In return, such organizations must serve lunches that meet Federal requirements.

#### Contact Information

##### Health and Nutrition Division

Physical Address:  
3300 North Central Ave, 19th Floor  
Phoenix, AZ 85012

Mailing Address:  
1535 West Jefferson Street, Bin # 7  
Phoenix, AZ 85007

Telephone: (602) 542-8700  
Fax: (602) 542-1531

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## Use of this Manual

*This manual contains information about the application and operation of the National School Lunch Program specific to the state of Arizona. The following sections provide a snap shot of Program requirements and is not exhaustive of all Program requirements. Local educational agencies (LEAs) and institutions should confer with the School Nutrition Programs at the Arizona Department of Education to determine additional procedures and regulations required.*

*LEAs on the National School Lunch Program are encouraged to reference this manual while operating the National School Lunch Program.*

## Orientation Assessment for New Sponsors

*The assessment is found on the How to Apply website at: <http://www.azed.gov/health-nutrition/nslp/operate-nslp/program-descrip/>.*

*During the initial application to the Arizona Department of Education (ADE), all prospective sponsors must complete the Orientation Assessment for New Sponsors pertaining to the information found in this manual. The online assessment will test for NSLP understanding and ask specific questions about your organization. ADE will review the information submitted and provide technical assistance during the application process to becoming a new Sponsor to ensure your organization is ready and able to operate the NSLP.*

*The Orientation Assessment for New Sponsors may be completed while reviewing this NSLP Orientation Manual. All questions must be answered in order to receive credit for completing this training.*

*Please note, by sending ADE an Orientation Assessment for New Sponsors, ADE is assuming your organization wishes to apply to the NSLP.*

## Orientation Assessment for Existing Sponsors

*The Orientation Assessment for Existing Sponsors is found online at: [http://www.azed.gov/health-nutrition/files/2016/04/orientationmanualassessment\\_existing-sponsors.pdf](http://www.azed.gov/health-nutrition/files/2016/04/orientationmanualassessment_existing-sponsors.pdf).*

*The 20-question assessment will test for understanding on the material found within this manual. An answer key is provided at the end of the online assessment.*

*The Orientation Assessment for Existing Sponsors may be completed while reviewing this NSLP Orientation Manual. All questions must be answered in order to receive credit towards Professional Standards.*



March 2016



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# Section 1: School Nutrition Programs

- Primary School Nutrition Programs
- Accompanying Child Nutrition Programs



## Primary School Nutrition Programs

- **National School Lunch Program (NSLP):** Lunches that meet specific meal pattern requirements are provided for all children in eligible Local Educational Agencies (LEAs) participating in the program. Meals are reimbursed according to the income eligibility of the students participating in the program.
- **Special Milk Program (SMP):** The SMP is designed to encourage the consumption of milk by children. This program makes milk available to children instead of providing access to the regular meal service.

### Minimum Participation

Local Education Agencies (LEAs) can choose to participate in either the NSLP or SMP. Additionally, LEAs cannot participate in both SMP and NSLP for the same group of children.

## Accompanying Child Nutrition Programs

- **School Breakfast Program (SBP):** Breakfasts that meet specific meal pattern requirements are provided to all children near or at the beginning of the school day. Local Education Agencies (LEAs) will be reimbursed for each meal served. In return, LEAs must serve breakfasts that meet the meal pattern requirements. Those students eligible for free or reduced-priced lunch are also eligible for free and reduced-price breakfast.
- **After School Care Snack Program (ASCSP):** Reimbursable snacks that meet specific meal pattern requirements are provided to eligible children after the school day. Programs must provide children with regularly scheduled educational or enrichment activities in a structured and supervised environment that is open to all students.
- **USDA Foods, Food Distribution:** USDA provides entitlement dollars to the Arizona Department of Education to provide to participating Local Education Agencies (LEAs). LEAs use the entitlement dollars to purchase USDA Foods to use in the meals for SBP, NSLP, ASCSP and SFSP.
- **Department of Defense (DoD) Fresh Fruit and Vegetable Program:** The DoD program allows Local Education Agencies (LEAs) to use their USDA Foods entitlement dollars to buy fresh produce to use in the meals for SBP, NSLP, ASCSP and SFSP.
- **At-Risk After School Meals:** At-Risk After School Meals was established to provide supper to children in at risk areas.
- **Summer Food Service Program (SFSP):** SFSP was established to provide meals to children during the summer months and during periods when area schools are closed for vacation.

LEAs must at least participate in NSLP\*.



National School Lunch Program

At the start or at any point during the program year, LEAs can choose to participate in SBP and ASCSP for any of their sites.



School Breakfast Program



After School Care Snack Program

Meeting the eligibility requirements, LEAs may apply to implement the At-Risk After School Meals. Note: LEAs cannot operate both ASCSP and At-Risk After School Meals for the same population.



At-Risk After School Meals

Additionally, at any point during their program year, LEAs can apply for USDA Foods and DoD Fresh Fruit and Vegetable Program and utilize these foods in their SBP, NSLP and ASCSP menus!



School's Out! LEAs may apply to participate in the SFSP.



Summer Food Service Program

\*If wishing to operate the Special Milk Program, please contact School Nutrition Programs directly.

It is optional to participate in the SBP, ASCSP, SFSP, At-Risk After School Meals, USDA Foods, and DoD Fresh Fruit and Vegetable Program.

To participate in programs administered by ADE units other than the School Nutrition Programs, please contact the responsible division directly. Processes/requirements may differ and additional paperwork and/or training may be required prior to participation.

<b>ADE HNS Unit</b>	<b>USDA Programs</b>	<b>Contact Information</b>
<b>School Nutrition Programs</b>	<ul style="list-style-type: none"> <li>➤ National School Lunch Program (NSLP)</li> <li>➤ School Breakfast Program (SBP)</li> <li>➤ After School Snack Program (ASCSP)</li> <li>➤ Special Milk Program (SMP)</li> </ul>	Main: (602) 542-8700 ADESchoolNutrition@azed.gov
<b>Child and Adult Care Food Programs</b>	<ul style="list-style-type: none"> <li>➤ At-Risk After School Meals</li> <li>➤ Summer Food Service Program (SFSP)</li> </ul>	Main: (602) 542-8700
<b>School Foods</b>	<ul style="list-style-type: none"> <li>➤ USDA Foods Food Distribution</li> <li>➤ Department of Defense Fresh Fruit and Vegetable Program</li> </ul>	Main: (602) 542-8700 FDP@azed.gov

## Section 2: Becoming a NSLP Sponsor

- Sponsoring Entities
- Sponsor and Site Organization
- Joining the Program



### Sponsoring Entities

Only public or nonprofit private entities may apply to be a Sponsor of the National School Lunch Program. This may include but not limited to: Public schools, boarding schools, charter schools, Bureau of Indian Affairs (BIA) schools or under a BIA contract, residential child care institutions (RCCIs), and juvenile detention centers.

#### Schools

**Schools** are defined per ARS 15-101 as, any public institution established for the purposes of offering instruction to pupils in programs for preschool children with disabilities; kindergarten programs or any combination of grades one through twelve.

In Arizona, an entity recognized as part of the educational system is identified by a nine (9) digit CTD number. If you are unsure of your CTD, contact ADE School Finance directly at (602) 542-5695. Charter Schools should contact their Charter Board. If you are a RCCI, contact School Nutrition Programs directly at (602) 542-8700 for more information.

Certain programs are not eligible to apply as their own sponsor within School Nutrition Programs, but they can participate in the program if sponsored by an eligible *school, meeting the definition above ARS 15-101*. Should those programs want to participate independently from a participating school and/or not on a participating school campus those programs will be ineligible to participate in NSLP, but are advised to contact the Child and Adult Care Food Program (CACFP).

- Preprimary (Pre-K) classes
- GED programs or regular high school completion programs
- Head Start and Early Head Start programs

**Non-profit:** an organization that has been approved and sent a tax-exemption 501(c)(3) approval letter from the IRS.

**CTD:** ADE identifies each entity school, district or charter holder by a (nine) 9 digits long number. Each site is identified by the CTDs; the 9 digit number plus 3 digits unique to that site.

“C”= County number (2-digits long)

“T”= Type number (2-digits long)

“D”=District/Charter Holder ID number (2-digits long)

“S”= School Site ID (3– digits long)

ADE School Finance:  
(602) 542-5695

ADE School Nutrition Programs:  
(602) 542-8700



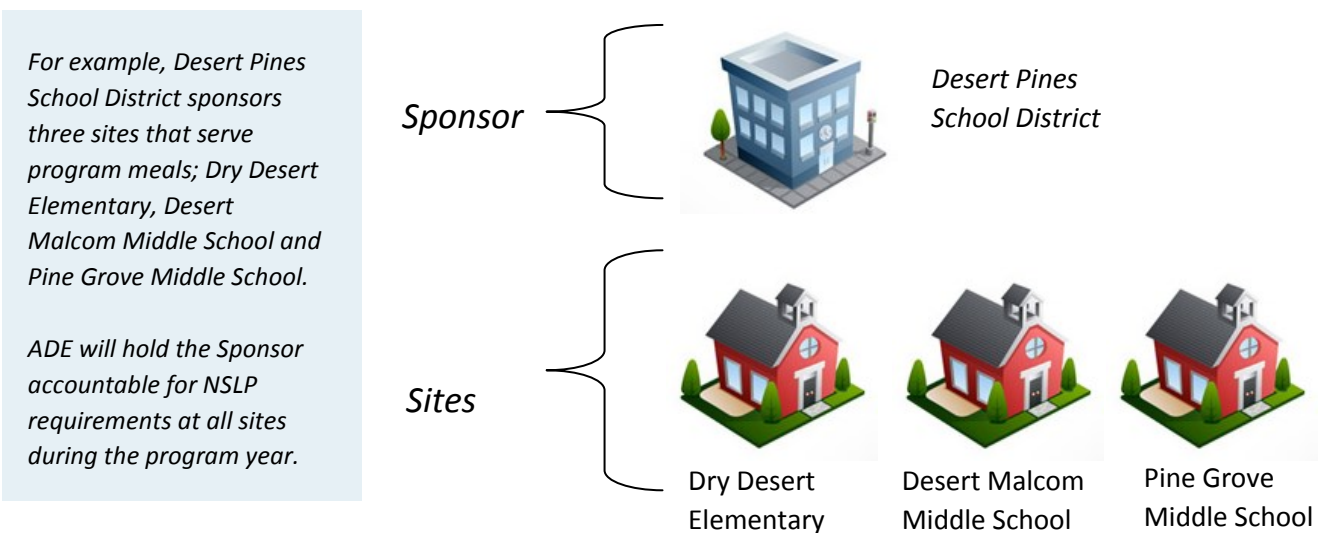
## Residential Child Care Institutions (RCCIs)

RCCIs are institutions that maintain children in residence, which operate primarily for the care of children. If private, the RCCI must be licensed by the State or local government to provide residential childcare services under the appropriate licensing code. In Arizona, non-health facilities are licensed by Department of Economic Security (DES); healthcare facilities are licensed by Department of Health Services.

- This includes but is not limited to: homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities; and juvenile detention centers.
- Institutions with temporary clientele, such as runaway shelters, are eligible to participate as long as the institution operates on a continuous basis.

## Site and Sponsor Organization

In Arizona, locations where program meals are served are referred to as *sites*. Sites must have a shared governing body that has the legal authority to operate the School Nutrition Programs, referred to as a School Food Authority or Sponsor. The Sponsor assumes responsibility for the sites. While operating the program, there will be required reporting and program duties at the Sponsor level and the site level.



**Local Educational Agency (LEA):** means a public board of education or other public or private nonprofit authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public or private nonprofit elementary schools or secondary schools. This also includes residential child care institutions, Bureau of Indian Affairs, and education service agencies and consortia of those agencies.

**School Food Authority (SFA):** the governing body which is responsible for the administration of one or more schools and either has the legal authority to operate the Child Nutrition Programs in these schools or is otherwise approved by the Food and Nutrition Service to operate the Child Nutrition Programs.

**Sponsor:** ADE's term for the SFA that is responsible for the Child Nutrition Programs

**Site:** ADE's term for the individual locations where meal service takes place.

## Joining the Program

### Who administers the Child Nutrition Programs?

The Food and Nutrition Service (FNS), a division within the United States Department of Agriculture (USDA), administers the program at the Federal level. FNS communicates regulations with each State agency. In Arizona, the Child Nutrition Programs are administered by the Health and Nutrition Services (HNS) Unit at the Arizona Department of Education (ADE). ADE then operates the program through legal agreements with LEAs. The LEAs are to then ensure their sites are properly operating the program.



### Application Process

LEAs must complete a series of steps when applying to be a Sponsor for a Child Nutrition Program. ADE's *How To Apply Website* has all the information needed to successfully apply to the NSLP.

### Signing into Contract

When first applying as a new Sponsor, the LEA must complete a series of forms and enter into a legal agreement with ADE.

**Food Program Permanent Service Agreement:** Legal contract between the ADE and the LEA participating in Child Nutrition Programs. Within the contract, the LEA agrees to follow all federal regulations of the Child Nutrition Programs and ADE will provide meal reimbursement. The contract must be signed and submitted by a designated official (authorized signer) elected by the LEA.

**Additional forms required as part of the Application:** ADE has made available a separate guide, *Step by Step: How to Complete the National School Lunch Program Application Forms for New Sponsors*, found on the *How to Apply Website*. It is recommended to review this Guide (available in PowerPoint format) to help complete all of the necessary forms.

### Online Training with Assessment

LEAs must take an online assessment referred to as Orientation Assessment for New Sponsors after reviewing an Orientation Manual for New Sponsors to ensure responsibilities are understood prior to starting the NSLP.

### Menu Certification

LEAs must provide meals that meet the specific daily and weekly requirements per USDA's Meal Pattern. ADE must approve one-week menus for lunch and breakfast (if applicable) prior to joining the NSLP.

### Common Logon Permissions

LEAs that are approved Sponsors of the NSLP will need to request access permissions for ADE's Common Logon system in order to fulfill program requirements.

### Applying Contact Information

#### Health and Nutrition Division

Telephone: (602) 542-8700

Email: ADESchoolNutrition@azed.gov



ADE's *How to Apply Website*

<http://www.azed.gov/health-nutrition/nslp/operate-nslp/how-to-apply/>

#### Additional forms, not limited to:

- New Sponsor Application Process Statement
- Free/Reduced Priced Policy Statement
- ADD/CHANGE/DELETE (Health and Nutrition Services Entity Data Form)
- Common Logon Permissions Request
- State of Arizona Substitute W-9 Form
- DUNS Number Form
- Certification Regarding Debarment
- Certification Regarding Lobbying

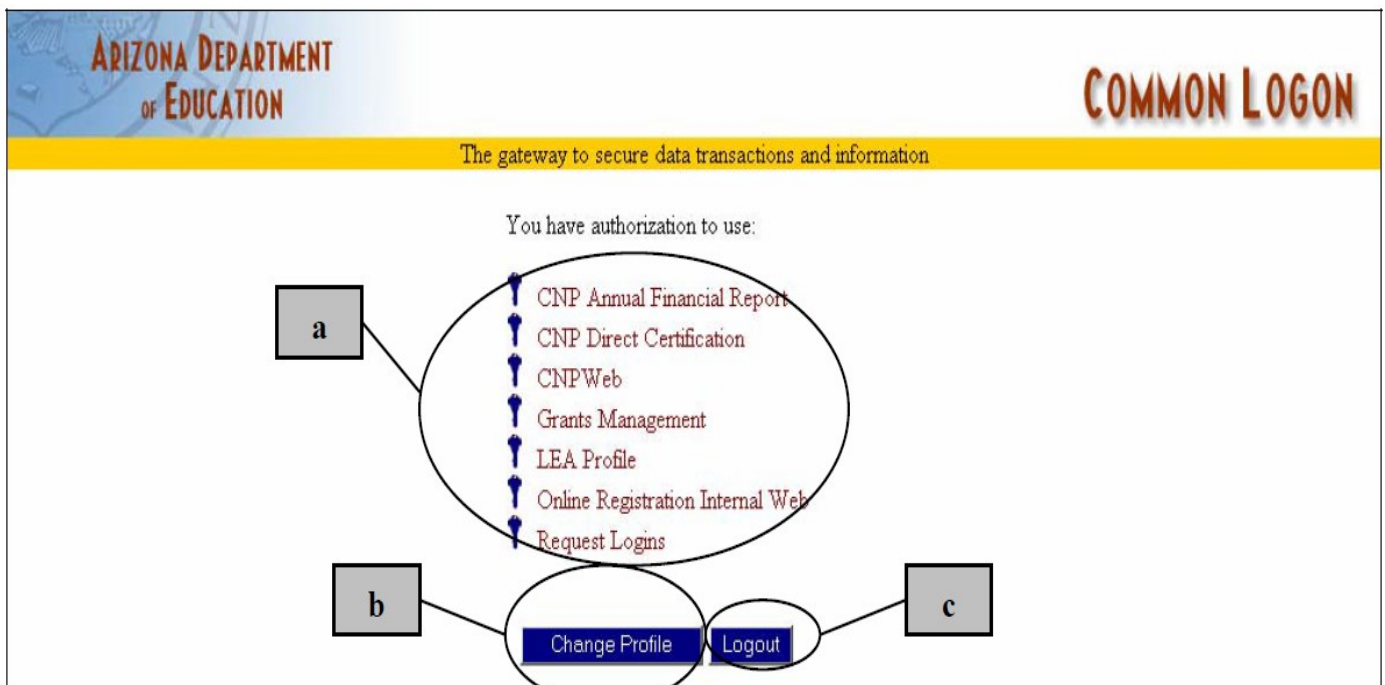


## Section 3: Common Logon

- Obtaining Common Logon Access
- CNP Web
- Site and Sponsor Application Index
- Site Claims Index
- Other School Nutrition Common Logon Applications

The ADE Common Logon is designed to encompass all web applications at ADE for the purposes of allowing uniform access into all ADE-related systems. Once granted a username and password, the user will have all requested “web applications” from different ADE units listed on their Common Logon Home Page.

There are multiple Child Nutrition Programs web applications. The following section will review how to obtain access to the Child Nutrition Programs web applications and discuss the most frequently used CNP application *CNP Web*.



Application Access Menu– Common Logon

- a. A customized list of all of the ADE applications you were given permission to access.
- b. Change Profile button lets you change your password at any time.
- c. Logout button returns to the ADE Common Logon page.

# Obtaining Common Logon Access

## Deciding Who Needs Access

It is recommended that only those individuals who will be completing specific tasks request access to the different Common Logon Child Nutrition Program (CNP) Applications. Please note, all CNP Applications will be needed at some point in the program year for required reporting to ADE. All of the CNP applications will be discussed on page 31 of this guide. Additionally, a “back-up” user is recommended for sensitive deadlines.

## Changing Personnel

Anytime there is a change in personnel, the LEA is responsible for notifying ADE of Common Logon accounts that are no longer being used. It is not an acceptable policy to have a new hire or any current employees use the Common Logon account of a former employee.

*LEAs are responsible for keeping individual Common Logon accounts confidential, accurate and up to date. Consulting firms contracting with a LEA, including food service management company employees, are not authorized to complete the CNP Web online applications, direct certification, verification or claiming and will not be provided with Common Logon rights to enter such data.*

## Requesting a New User Account

Follow these steps to establish accounts for new CNP Web users.

1. If your organization is new to the NSLP or a new employee needs to be added as an authorized user, complete the Requesting Common Logon Permissions Form located at <http://www.azed.gov/health-nutrition/nslp/operate-nslp/how-to-apply/>.
2. Once the CNP Web User Agreement is completed by the employee/user and signed by the designated official or authorized signer (found on the Food Program Permanent Service Agreement) the form should be faxed/mailed to the contact information listed on the form.
3. ADE will process the request within 7-10 days.
4. When approved, a new user account is created and the SFA is notified via email or phone. Once notified, the user can begin using the CNP Applications. The user name is active until the LEA requests it to be deleted.

Common Logon Permissions for NSLP	
Please scan & e-mail the completed form to <a href="mailto:ADESchoolNutrition@azed.gov">ADESchoolNutrition@azed.gov</a> Or fax the completed form to (602) 342-1531 attention NSLP Common Logon Processor	
Sponsor Name (this is the name of your District, your Non-Profit, your Church, etc.)	
CTDS #	
First Name (if person having permissions added/deleted)	Last Name
Username (enter if you already have a username that you use to login to the ADE Common Logon. Example: JSmith1983)	
Work E-Mail Address	
Title	Work Phone Number
Ext.	
Permissions Section	
<input type="checkbox"/> Check here to request CNP Web-NSLP permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.	
<input type="checkbox"/> Check here to request CNP Menu Certification permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.	
<input type="checkbox"/> Check here to request CNP Direct Certification permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.	
<input type="checkbox"/> Check here to request CNP VERIFICATION permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.	
<input type="checkbox"/> Check here if the user should be DELETED	
Authorized Representative	
Signature	Date
Work E-Mail Address	
Work Phone Number	
Ext.	
At the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract; or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy; is an employee with this organization; and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.	
ADE USE ONLY	
Approved By: _____ ADE Child Nutrition Program Representative	Date: _____ Revised 5/8/2014
Arizona Department of Education, Health and Nutrition Services 1535 West Jefferson Street, Bin #7, Phoenix, Arizona 85007 • (602) 342-8700 • <a href="http://www.azed.gov">www.azed.gov</a>	



## CNP Web

The most used application in Common Logon is CNP Web. CNP Web houses the online Site and Sponsor applications and claiming system. Annually, Sponsors must agree to sponsoring sites by submitting online applications for each site participating in NSLP as well as a Sponsor application. Annual submission and approval of the Site and Sponsor applications is required in order for LEAs to claim reimbursements for meals served under the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and Afterschool Care Snack Program (ASCSP).

### How CNP Web Works

At the end of each school year, ADE prepares the CNP Web system for the upcoming program year. Starting June 1st, the Common Logon system is ready to accept Site and Sponsor applications to participate in the NSLP in the upcoming program year.



1. Using the Internet, LEAs fill out Site and Sponsor applications and electronically submit them to ADE for review. The CNP Web system produces a *checklist* of paper documentation that LEAs need to provide to ADE. (Please note: not all LEAs will have checklist items)

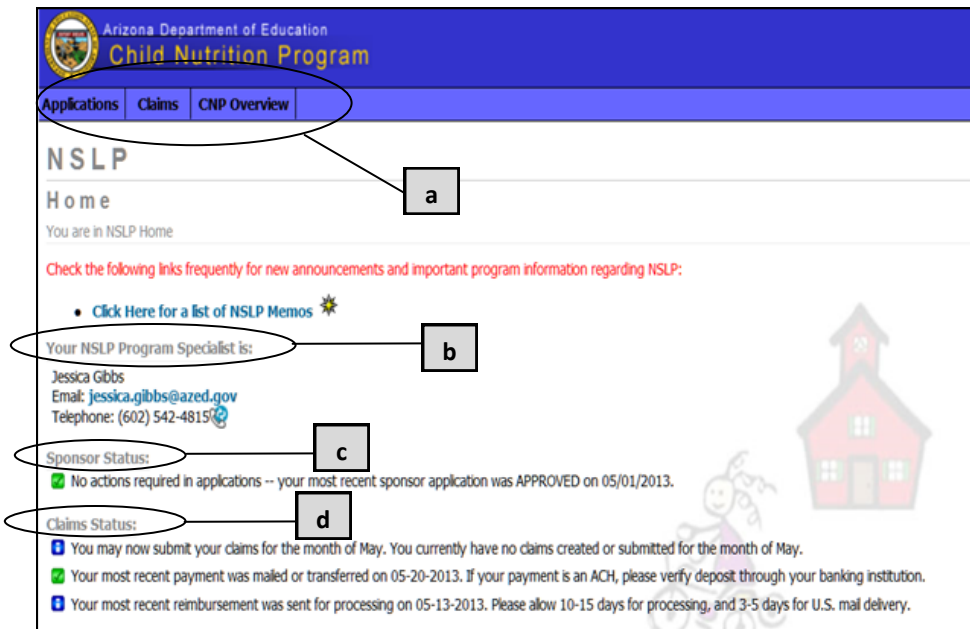
2. If applicable, LEAs review the checklist to see if any new hardcopy documents need to be submitted to ADE for the upcoming school year.

3. ADE processes the applications. Applications may be rejected, requiring the LEA to make edits. Once all Site and the Sponsor applications have been approved, the LEA has been approved for its sites to participate in the NSLP in the upcoming program year.

4. After the program year begins, the LEA uses the CNP Web system to enter reimbursement claims for meals served within the NSLP, SMP, SBP and ASCSP (if applicable). Each month, ADE processes reimbursement claims for each site.

*It is important that the SFA Contact and Program Contact information submitted on the CNP Web Sponsor and Site applications be accurate and up to date. As a reminder, applications may be edited at any time during the program year and must be updated when staff or program changes occur. All SFA contacts listed on the application will be the point of contact to receive pertinent program information via email that may require immediate attention.*

## CNP Web Homepage



NSLP Home Screen

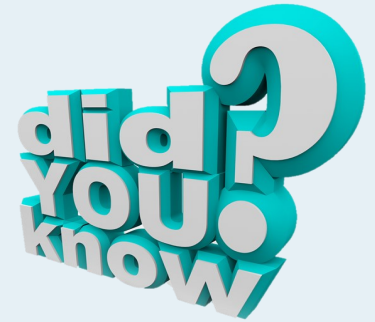
a. Menu Bar

*Applications* – Click here to go to the Application Index in order to view, create, revise and submit Sponsor and Site applications for the NSLP.

*Claims* – Click here to go to the Claims Index in order to add, revise and submit site level reimbursement claims for the NSLP.

*CNP Overview*—Used as a help function.

- b. *Your Program Specialist is:* Every Sponsor has an assigned School Nutrition Programs Specialist who is available to answer questions and is dedicated to assist you in running a successful program. Specialists can be reached by phone and email. Specialists will update their voicemail and email when they are out of the office.
- c. *Sponsor Status:* Status for Sponsor and Site applications that are worked on in the Application Index.
- d. *Claim Status:* Provides updates for claim submission, payment and reimbursement processing that is worked on in the Claims Index.

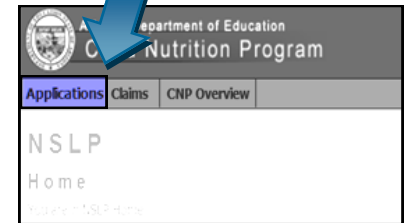


If your Specialist is out of the office, you may always speak with the “Specialist of the Day” by dialing the Health and Nutrition Front Desk at (602) 542-8700.

## Site and Sponsor Application Index

The Application Index contains all of the sponsor and site applications for the selected program year. At the beginning of each program year, the SFA must submit an application for all sites wishing to participate as well as the Sponsor application.

During the application process for becoming a Sponsor on NSLP, ADE has entered your Sponsor entity and sites into the Application Index in Common Logon. When a user signs into Common Logon, the user will have the ability to see and search for their sponsor and sites that they have access to. *(The sponsor and sites listed in the Application Index are dependent on security rights that have been created for your logon.)*

A screenshot of the 'NSLP Applications Index' page. At the top, it says 'NSLP Applications Index' and 'You are in NSLP Home > Applications Index'. There are links for 'Help' and 'Logoff'. A yellow message box states: 'If you do not see certain Applications it may be due to security settings in place for your logon.' Below this are search filters: 'Program Year' (set to 2004), 'Search For' (set to Sponsor), and 'Search by Name' (set to 'Begins with...' with 'beaver creek' entered). There is a 'Go' button. Below the search filters, another yellow message box says: 'Select from the index below to list sponsors beginning with that letter, selecting '0-9' will list any sponsors that begin with a number.' Below this is a row of letters from A to Z, followed by '0-9', 'Expand All', and 'Collapse All'. Callout 'a' points to 'Beaver Creek Elementary District (13-03-26)'. Callout 'b' points to 'Sponsor Applications (1)'. Callout 'c' points to 'Associated Site'. Below these are two tables. The first table has columns: Action, Revision, Status, Effective Date, Checklist. It shows one row: View, Original, Approved, August 2003, View Checklist. The second table has columns: Action, Revision, Status, Effective Date. It shows one row: View, Original, Approved, August 2003. There are links for 'Create New Application' and 'Create New Application' at the bottom.

### Application Index

- The school district or sponsoring organization "Sponsor Name".
- Sponsor Application:** Each Sponsor will be provided a Sponsor application to compete. Users will be able to edit the application, view the application, and view the checklist.
- Associated Site:** Each site listed will be provided a Site application to complete. Users will be able to edit the application and view the application.

## Resources

### Contact ADE

SNP Assigned Specialist  
(602) 542-8700

### Guidance Manuals

*Step by Step: How to Submit  
the Site and Sponsor Appli-  
cations*

## Submitting the Site/Sponsor Applications

Each year, SFAs must submit their site/sponsor applications to notify ADE of their NSLP participation. Applications for the upcoming program year will be available June 1st.

1. Create and submit **all** site applications. The status for each site will show “Waiting for Sponsor Application”. Site applications are only accepted by the CNP Web system once the Sponsor application is submitted.
2. Create and submit the Sponsor application. Click Submit to send the Sponsor application and all associated site applications to ADE for review and approval. The status of all sites will change to *Not Reviewed* and the sponsor application will be *Submitted to ADE*.
3. Once ADE approves all the sites and Sponsor application, the status will change to *Approved*.

Claim forms are built from the approved application in effect during the claim month. If you submit an application, you will only be able to submit a claim for the meals once the application has been approved.

*For example: If you apply for the After School Snack Program in November, you cannot claim After School Snack for October. You must wait until the revised application is approved and After School Snack appears on the claim form.*

## CNP Web Application FAQ

**Q1. My start date is July 15th. If the site and sponsor applications were never submitted to ADE for approval, can the site claim for reimbursement?**

**A.** No, the month you can start claiming is the month the service has started and only after the application has been approved. In CNP Web, a blank claim is only generated for months that have an approved Site and Sponsor application.

**Q2. If the Food Program Permanent Service Agreement is approved during the application process, why is it necessary to submit additional site and sponsor applications through CNP Web?**

**A.** The Food Program Permanent Service Agreement is a legal binding contract between the LEA and ADE stating if the LEA participates in the NSLP, the LEA will abide by all regulations set forth by the program. The CNP Web applications are annual applications of participation that once approved, allow the LEA to submit for reimbursement.

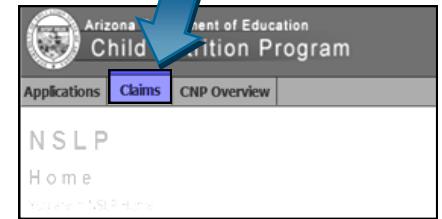


## Site Claims Index

Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students by category, (i.e., paid, reduced-price, or free) at the point of service. The number of meals claimed for reimbursement must have adequate documentation on file to support the claim.

The Claims Index in CNP Web enables sponsors and authorized ADE personnel to add, view, update, revise, and delete site level claims for reimbursement. All reimbursement claims are submitted at the site level; reimbursement payments are made at the Sponsor level.

The Sponsor cannot submit claims if the application for the sponsor or for the particular site is not in Approved status.



**NSLP**  
**NSLP Claims Index for September 2015**  
 You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your logon. Use the drop-down lists to make your selections and click "Apply". Clicking "Apply" will find Sponsors or Sites whose names contain the entered text or whose CTDS numbers begin with the entered text. You must enter at least one character for a Name search, or at least one numeric digit for a CTDS search.

Program Year:  Month:    
 Search for:  where  contains

**Alhambra Elementary District (07-04-68)**

- [View Meal Service Summary](#)
- [View Payment Summary](#)
- [View Accounts Payable/Receivable](#)
- [View Advance Summary](#)

**January**

- Alhambra College Preparatory High School (07-85-54-001)
  - [Create New Claim](#)
- Alhambra Traditional School (07-04-68-101)
  - [Create New Claim](#)
- Andalucia Middle School (07-04-68-102)
  - [Create New Claim](#)
- Barcelona Middle School (07-04-68-104)
  - [Create New Claim](#)
- Carol G. Peck Elementary School (07-04-68-105)
  - [Create New Claim](#)
- Catalina Ventura School (07-04-68-106)
  - [Create New Claim](#)

### Claims Index

- Search for claims that have already been submitted or need to be created for any month of operation. The sponsor and sites listed in the Claims Index are dependent on security rights that have been created for your logon.
- School district or sponsoring organization "Sponsor Name".
- View Meal Service Summary*: View your site or sponsor reimbursement claims and the rates used to calculate reimbursement.
- View Payment Summary*: reflects the amount of each check issued during the program year.
- All approved sites under CNP Web will be listed along with the status of the claim.

## Resources

### Contact ADE

Finance and Operations:  
Claim's Specialist  
(602) 542-8700

### Guidance Manuals

*Step by Step: How to Submit  
a Claim on CNP Web*

### Forms

- State of Arizona Direct Deposit Form
- Request for One Time Exemption Form

## Submitting Site Claim

In CNP Web, all reimbursement claims are submitted at the site level; reimbursement payments still go directly to the sponsor.

The Sponsor cannot submit claims if the application for the Sponsor or for the particular Site is not in Approved status.

1. Click the Site Claims on the menu bar.
2. Select a site from the display list or enter search criteria.
3. Click on Create New Claim.
4. Fill out the total meals for the participating programs
5. Click Submit
6. Repeat steps 1-5 above for each site. In CNP Web, claims are submitted as a group. After each of your site claims are entered and saved, click "Submit All Site Claims" on the claims index page.

The status of the claim is displayed: Pending, Submitted, or Paid. Claims remain in pending status until submitted by the user.

The claim status changes to Submitted when you electronically submit all pending claims to the ADE.

## CNP Web Claiming FAQ

### Q1. When can I submit my claim?

A. In Arizona, the SFA will submit monthly site-based claims. Claims for current month can be submitted starting 1st day of the month following claim month. Claims submitted between the 1st- 10th of each month will be paid during the month of submission.

For example:

<b>November 1-10th</b>	<b>December 1-10th</b>	<b>January 1-10th</b>
Submit claim for operating month of October	Submit claim for operating month of November	Submit claim for operating month of December

### Q2 Can I submit my claims late?

A. Claims can be submitted for previous months within the 60 day deadline. First time claims or upward revisions of claims 60 days past the claim month can only be submitted as a One Time Exception, which can only be used once every 36 months. To check your eligibility, contact HNS Finance and Operations.

### Q3. Am I able to revise my claim?

A. Yes. Claims, even in submitted status, can be revised up until the 10th and all reimbursement will come together in that month. Claims in the paid status may be revised and submitted after the original claim has been paid and the additional amount will be added or deducted to the next claim. The revision must be submitted within 60 days of the last day of the month.



## Other Child Nutrition Programs

### Common Logon Applications

#### CNP Direct Certification

Search the Department of Economic Security (DES) database to “match” enrolled students who also participate in Assistance programs or are identified as foster children. These children will have free meal benefits. Sponsors are required to conduct Direct Certification at least 3 times a year.

Sponsors will have the ability to conduct Direct Verification in this application only during Verification.

#### CNP Verification

Annually, Sponsors are required to verify a small sample of their eligibility documentation and report their results to ADE. Sponsors will use CNP Verification to electronically complete the required fields and submit their Verification Report to ADE.

**Quick  
Recap**

Common Logon Permission Section*		Giving Access to CNP Application:	What can you do in this CNP Application?
NSLP	→	CNP Web	<ul style="list-style-type: none"> <li>➤ Site and Sponsor Applications</li> <li>➤ Submit monthly site claims</li> </ul>
Direct Certification	→	CNP Direct Certification	<ul style="list-style-type: none"> <li>➤ Find students who participate in SNAP, TANF or Foster Care to provide free school meal benefits.</li> </ul>
CNP Verification	→	CNP Verification	<ul style="list-style-type: none"> <li>➤ Report and submit the annual CNP Verification Summary Report</li> </ul>

**Common Logon Permissions for NSLP**  
Please scan & e-mail the completed form to [ADESchoolNutrition@aol.gov](mailto:ADESchoolNutrition@aol.gov)  
Or fax the completed form to (602) 542-1531, attention: NSLP Common Logon Processor

Sponsor Name (this is the name of your District, your Non-Profit, your Church, etc.) \_\_\_\_\_ CTDS # \_\_\_\_\_

First Name (if person having permissions added/delisted) \_\_\_\_\_ Last Name \_\_\_\_\_

Username (must if you already have a username that you use to log on to the ADE Common Logon. Example: JSmith@NSLP) \_\_\_\_\_ Work E-Mail Address \_\_\_\_\_

Title \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_

**Permissions Section**

☐ Check here to request CNPWeb-NSLP permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

☐ Check here to request CNP Menu Certification permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

☐ Check here to request CNP Direct Certification permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

☐ Check here to request CNP VERIFICATION permissions OR to keep them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*

☐ Check here if the user should be DELETED

Authorized Representative  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Work E-Mail Address \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract; or a Designated Official Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy, is an employee with this organization, and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.

**ADE USE ONLY**  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Revised 10/2014

Arizona Department of Education, Health and Nutrition Services  
1515 West Jefferson Street, Box 47 Phoenix, Arizona 85007 • (602) 542-6700 • [www.azed.gov](http://www.azed.gov)

#### \*Common Logon Permissions Section

Located in the middle of the Common Logon Permission Form is a series of check boxes. Each box represents a different CNP Application. If the user wishes to have access to all the CNP Applications, the user must check off each box.  
*Reminder: ADE requires reports to be completed using all of the CNP Applications during a program year.*

## Section 4: Determine what your Program will look like

- Food Service
- Determining and Verifying Student Eligibility
- General Program Areas



## Food Service

## What are the nutritional requirements for school lunches?





School lunches must meet meal pattern and nutrition standards based on the latest *Dietary Guidelines for Americans*. The current meal pattern increases the availability of fruits, vegetables, and whole grains in the school menu. The meal pattern's dietary specifications set specific calorie limits to ensure age-appropriate meals for grades K-5, 6-8, and 9-12. Other meal enhancements include gradual reductions in the sodium content of the meals (SY 2014-15, SY 2017-18 and SY 2022-23). While school lunches must meet Federal meal requirements, decisions about what specific foods to serve and how they are prepared are made by local school food authorities. Please note, there is a specific meal pattern for the school breakfast program.

## How the food will be prepared?

Sites can choose how food will be prepared. Self-Prep: At the site, food is prepared and served to the children. Satellite: The site receives already prepared food via a central kitchen. Catered: The site and a caterer are in contract. The caterer provides the food to the site.

## What's for lunch (and breakfast)?

Regardless if your organization is self prep, satellite or catered, confirm the menu has correct portion sizes and nutrient requirements for the grade group you are serving to. USDA will only provide reimbursement for meals that meet their meal pattern. ADE provides lunch and breakfast meal pattern charts on the website: <http://www.azed.gov/health-nutrition/meal-pattern/>.

Lunch Meal Pattern SY 2014-15, 5-Day															
<b>Serve Only:</b> <ul style="list-style-type: none"><li>• <b>MUST PREPARE</b> all 6 components in required amounts</li><li>• <b>AT POS:</b> <b>MUST SERVE</b> all 6 components in minimum required amount</li></ul>						<b>Offer Versus Serve (OVS):</b> <ul style="list-style-type: none"><li>• <b>MUST PREPARE</b> all 6 components in required amounts</li><li>• <b>AT POS:</b> <b>MUST TAKE</b> at least 3 components in minimum required amount, one must be fruit or vegetable</li></ul>									
Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week															
School Breakfast Meal Pattern, School Year 2014-15 (5-DAY)															
Serve Only		Offer vs. Serve (OVS)						K-5	6-8	K-6	9-12	Additional Information			
• Minimum 3 items daily. Must prepare each of 3 required items in required amount: Milk, Fruit/Juice/Vegetable, Grain		• Minimum 4 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/Vegetable, Grain and 1 additional item (may be grain, fruit/vegetable, or meat/dairy alternate)						2½ (½)	½	1	5 (1)	Only 100% Fruit juice is allowed and more than half the weekly offering for the fruit component may be 100% juice.			
		• Students must have at least 3 items or try at POS. <b>NEW 1 item must be at least 1/2 cup Fruit/Juice/Vegetable</b>						½	½	½	½				
REQUIRED	1 item of Fluid milk		Grade K-5	Grade K-6	Grade 5-12	Grade K-12		3 ¾ (¾)	5 (1)	5 (1)			Only 100% Vegetable juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.		
	Must offer two varieties in left column and/or right column: Full-fat/low-fat/1% fat-free		1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily	¾	1	1					
								¾	1	1					
	<b>1 item of Fruits/Juice/Vegetables</b> Juice must be 100% fruit/vegetable. No more than half of the weekly offering may be juice. <b>NEW</b> In order to count dairy/vegetable, must serve 2 cups of vegetables from either, each grain, <b>vegetarian/animal food/legume/beans in same week</b>			<b>NEW</b> 1 cup daily	<b>NEW</b> 1 cup daily	<b>NEW</b> 1 cup daily	<b>NEW</b> 1 cup daily	¾	1	1					
	<b>1 item of Grains/Breads</b> Only one weekly requirement must be met. <b>NEW</b> All of grains offered must be whole grain-rich			1 oz/eq (daily) 7-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)	¾	1	1			No maximum for any subgroup. *Must offer more than maximum weekly values in order to meet weekly goal	
OPTIONAL	Optional to prepare:								¾	1	1			Minimum creditable amount to count as a subgroup is 1/8 cup	
	<b>1 item of Meat/Meat Alternate</b> No daily or weekly requirement. Item counts towards grain weekly requirement.		0	0	0	0	0	¾	1	1			NEW All grains offered must be whole grain-rich (weekly, no more than 2 cups, grain based dessert)		
								¾	1	1					
	Calories Weekly Average		350-500	400-550	400-550	400-550	400-550	400-550	6-9* (1)	8-9* (1)	10-12* (2)				
	NEW Sodium (mg) Weekly Average		≤540	≤600	≤540	≤540	≤540	≤540	1	1	1				
Saturated Fat (% of total calories) Weekly average		≤10													
Trans Fat Daily		Offering													
Meat/Meat Alternates (oz/eq)		Weekly (daily) amounts *not required to meet weekly minimum						8-10* (1)	9-10* (1)	9-10* (1)	10-12* (2)				
		Serve Only and OVS: Minimum amount to count as a component at POS						1	1	1	2				
Fluid milk (cups)		Weekly (daily)						5 (1)						Must offer two varieties daily. (Variety can be left column or right column)	

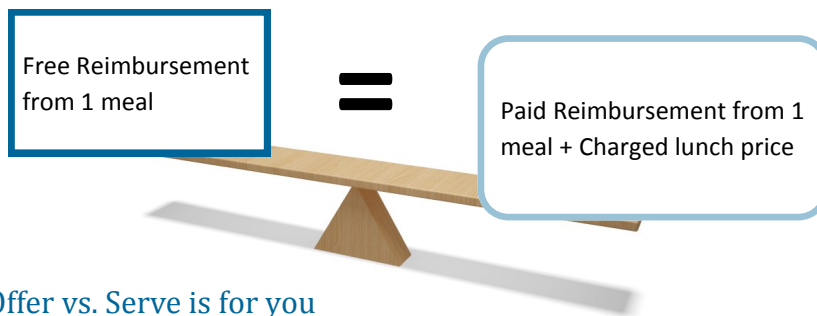
## How will you keep food safe?

All sites are required to have two Food Safety Inspections each program year. Additionally, each site must have a Food Safety Plan based on the Hazard Analysis Critical Control Point (HACCP) principles.

## What will you charge?

In order to determine how much you should charge for a meal, determine how much it costs to create the meal. Meal cost should include food cost, labor to make the food, operating costs to administer the program.

- **Free**– Cannot charge.
- **Reduced**– The maximum you may charge for breakfast is 30 cents and lunch is 40 cents.
- **Paid**– USDA annually sets a lunch meal price you must charge to ensure total funds received for paid meals is equal to federal funds received for free meals. This is referred to as **Paid Lunch Equity**. Ask your School Nutrition Specialist for this program year's Paid Lunch Equity meal price memorandum.



## Decide if Offer vs. Serve is for you

Serve Only requires students to take all food items in a reimbursable meal for lunch or breakfast. In Offer vs. Serve (OVS), students may decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat. Because students may choose fewer selections under OVS, guidance is provided on what constitutes a reimbursable meal at lunch and breakfast in the USDA Offer vs Serve Manual. Reimbursable meals under OVS are to be counted and claimed. OVS is required for grades 9-12 at lunch only.

## Determine your meal counting method

During lunch and breakfast service, you must count the number of reimbursable (complete) meals that are served to students. Each meal will be tallied based on the eligibility of the student. At the end of meal service, there should be three totals: free, reduced and paid meals.

## Determine your Point of Service (POS)

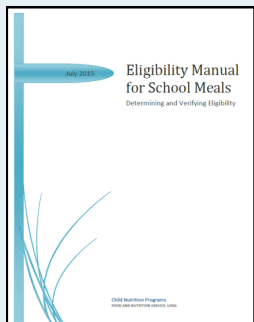
Create a policy that describes specifically who will check each tray for all required items to make up a reimbursable meal as well as when/where during the meal service this occurs. (For example, a food service worker is at the end of the service line and checks each tray for all components of a reimbursable meal.)

*Not sure how to request a Food Safety Inspection? Contact your county health department. Visit this website for a listing of county health departments' contact information: <http://www.azdhs.gov/phs/oeh/fses/resources.htm>.*

*The Institute of Child Nutrition (formerly NFSMI) has online resources for creating your HACCP Plan and resources under Financial Management to help calculate meal cost: [www.nfsmi.org](http://www.nfsmi.org).*



## Determining and Verifying Student Eligibility



For more information on Student Eligibility, refer to the *Eligibility Manual for School Meals: Determining and Verifying Eligibility* on the ADE webpage at: <http://www.azed.gov/health-nutrition/nslp/programguidance/>

All schools participating in the NSLP or SBP must make free and reduced-price meals available to eligible children. Additionally, LEAs must ensure sufficient documentation is kept on file to support a child's free or reduced priced eligibility when claiming. Served meals are reimbursed according to the eligibility of the students participating in the program: Free, Reduced- Price or Paid. The reimbursement rates change with inflation rates and are annually released.

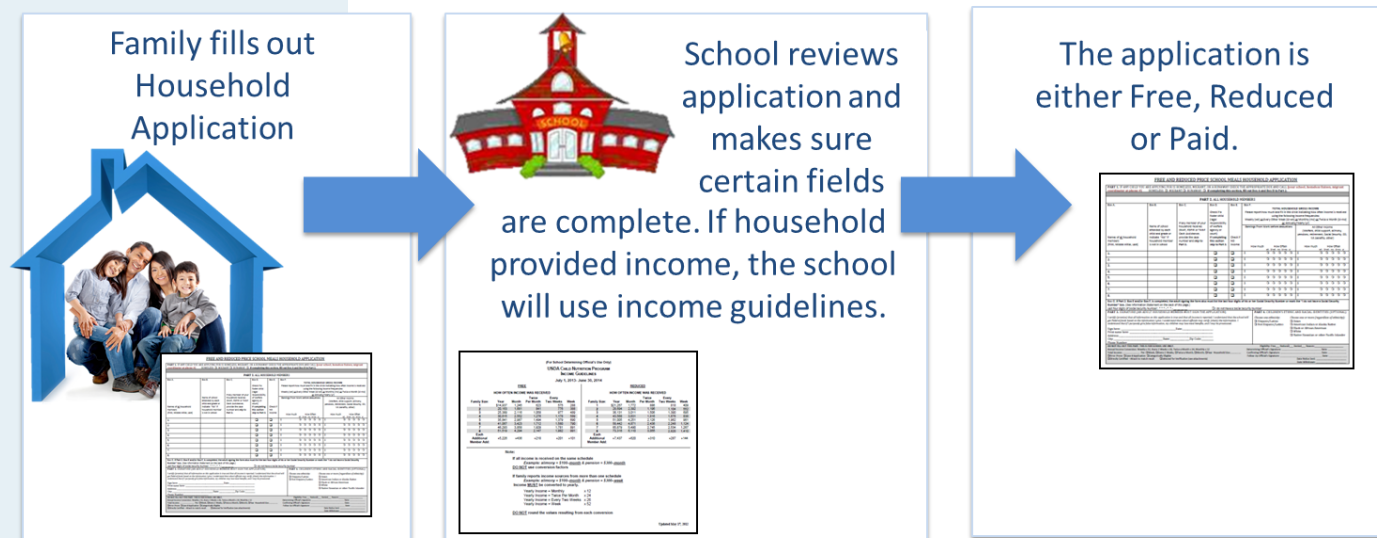
All eligibility determinations should be recorded on a Benefit Issuance Document (BID). A BID is a list of all students at your site that you determined have either reduce-priced benefits or free meal benefits. The BID contains the first and last name of the student, the method used to determine their benefits (application, direct certification etc.), the meal benefit status and the date it was determined.

### Determining Student Eligibility

LEAs must ensure that all households receive either a Direct Certification Notification or an application for free and reduced price school meals. LEAs that distribute the application materials through the mail, individual student packets, or other method that prevents the overt identification of children who were already determined eligible through direct certification are not required to distribute application materials to households in which all children were determined eligible through the direct certification process.

### Distribute and Collect Household Applications

Households will complete the application provided by the school to record household and income information. Using the Income Eligibility Guidelines provided by ADE, schools will determine if the household can receive free or reduced-price benefits. *Do any of your households speak a primary language other than English? If so, you must provide translated applications. USDA provides translated materials in 33 different languages:* <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>.



ADE provides templates and releases the Income Eligibility Guidelines on the Program Forms section of the website: <http://www.azed.gov/health-nutrition/nslp/program-forms/>.



## Eligible for Meal Benefits

FREE	REDUCED –PRICE	PAID
➤ A household application provides income and household size within the free guidelines.	➤ A household application provides income and household size within the reduced-price guidelines.	➤ A household application provides too high of income.
➤ A student in a household participating in assistance programs such as SNAP, TANF or FDPIR.		➤ There is no documentation on file for the household.
➤ A student identified as foster.		
➤ A student identified as homeless, migrant or runaway.		
➤ A student enrolled in Head Start.		

### Conduct Direct Certification

CNP Direct Certification is a Common Logon Application (see page 17) that allows an organization to search all enrolled students and see if any enrolled students participate in an assistance program (SNAP or TANF) to automatically receive free meal benefits. Sponsors must conduct Direct Certification at a minimum of three times a program year.

### Identify Homeless, Migrant and Runaway Children

Children who are Homeless, Migrant or Runaway are eligible for free meal benefits.

- *Homeless*— state of not having a consistent place to sleep, determined by the homeless liaison
- *Migrant*— confirmed status through the Migrant Education Program (MEP)
- *Runaway*— confirmed status through the Runaway Youth Homeless Act (RYHA)

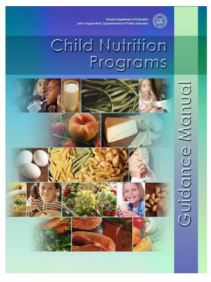


For more information on Migrant Education Program and help identifying migrant children, contact Mary Haluska, MEP Coordinator at ADE: (602) 542-5169, or visit <http://www.azed.gov/populations-projects/migrant-program/>.

### Verifying Student Eligibility

Each LEA must annually verify eligibility of children from a sample of household applications approved for free and reduced-price meal benefits for that school year. Verification is the process where school officials will confirm if the information on a household application provided by the household is accurate. For example, LEAs must confirm household income or confirm that the child is included in a household that is certified to receive SNAP, TANF or FDPIR benefits. The sponsor must submit a Verification Report to ADE online using the application CNP Verification through Common Logon to report the results of Verification (how many applications were selected for Verification and once verified, how accurate was the information on the household application).

## General Program Areas



In addition to Food Service and Eligibility requirements, Sponsors must also ensure all requirements of the General Program Areas are met. The chart below highlights major General Program Areas. The list is not exhaustive. Please refer to the Child Nutrition Programs Manual for complete program requirements.

General Program Area	<b>Key Terms/Responsibilities</b>
<b>Verification</b>	<ul style="list-style-type: none"> <li>➤ <i>Verification Report</i></li> </ul>
<b>Civil Rights</b>	<p><i>Administer program services and benefits in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery.</i></p> <ul style="list-style-type: none"> <li>➤ <i>Nondiscrimination Statement</i></li> <li>➤ <i>Public release</i></li> <li>➤ <i>Limited English Proficient Households</i></li> <li>➤ <i>Procedures for Civil Rights Complaints</i></li> <li>➤ <i>Justice for All Poster</i></li> <li>➤ <i>Internal Staff Training</i></li> <li>➤ <i>Special Diets</i></li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>➤ <i>Maintain a non-profit food service account</i></li> <li>➤ <i>Paid Lunch Equity</i></li> <li>➤ <i>Revenue for non-program foods</i></li> </ul>
<b>Monitoring Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ <i>On-site Monitoring Form</i></li> <li>➤ <i>Daily Edit Checks</i></li> </ul>
<b>Local Wellness Policy</b>	<p><i>Schools play a critical role in promoting children's health, preventing childhood obesity, and preventing diet-related chronic diseases. To help foster a healthy school environment, the Healthy, Hunger Free-Kids Act requires each LEA to establish a comprehensive Local School Wellness Policy.</i></p> <ul style="list-style-type: none"> <li>➤ <i>Active document containing goals for nutrition education, physical activity, other school-based activities to promote wellness and nutrition guidelines for all foods available on campus as well as plans for measuring implementation.</i></li> </ul>
<b>Competitive Foods</b>	<ul style="list-style-type: none"> <li>➤ <i>Smart Snacks</i></li> <li>➤ <i>Arizona Nutrition Standards</i></li> </ul>
<b>Water Availability</b>	<ul style="list-style-type: none"> <li>➤ <i>Free potable water is made available during all meal services</i></li> </ul>
<b>Food Safety and Storage</b>	<ul style="list-style-type: none"> <li>➤ <i>Hazard Analysis Critical Control Point (Food Safety Plan)</i></li> <li>➤ <i>Food Safety Inspections</i></li> <li>➤ <i>Temperature Logs</i></li> <li>➤ <i>Storage</i></li> </ul>
<b>Professional Standards</b>	<ul style="list-style-type: none"> <li>➤ <i>Hiring and annual training standards for all School Nutrition Program Directors</i></li> <li>➤ <i>Annual training standards for all School Nutrition Personnel</i></li> </ul>
<b>School Breakfast Program and Summer Food Service Program Outreach</b>	<ul style="list-style-type: none"> <li>➤ <i>Breakfast outreach at the beginning of the program if organization is operating SBP</i></li> <li>➤ <i>All sponsors announce available surrounding SFSP sites, even if organization is not operating SFSP</i></li> </ul>

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## Section 5: Monitoring, Reporting and Record Keeping

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- Monitoring
- Reporting and Record Keeping
- Supporting Documentation



### Monitoring

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#### Site Level Monitoring

When operating the National School Lunch Program, Sponsors must complete a series of checks and balances to verify student eligibility and ensure accurate counting and claiming.

#### ADE Administrative Reviews

ADE will conduct an administrative review of a Sponsor every three years. During the administrative review, ADE will review eligibility determinations, counting and claiming, and ensure the menu is meeting the meal pattern. In order to successfully demonstrate you are meeting all program requirements, ADE will review supporting documentation provided by the Sponsor as well as observe on-site operations (i.e. meal service, point of service, counting and claiming).

### Reporting and Record Keeping

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Sponsors will need to complete a series of program forms and reports during the school year. Please note, Sponsors will be required to submit some of the annual reports to ADE by a given deadline. All reports and forms, regardless if submitted to ADE, must be kept on file at the site or Sponsor level.

For a complete list of recordkeeping requirements, visit the *ADE Program Forms Website*: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

- Annual Reports: Reports required to be completed once a year.
- Monthly Reports: Reports required to be completed each month.
- Daily Reports: Reports required to be completed daily.

### Supporting Documentation

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Sponsors will keep additional documentation that supports their operation. For example, schools can not require households to submit their applications; however, if the household provides an application, the school must keep the application on file to support the child's eligibility determination. **All records must be kept on file for 5 years.**

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## Section 6: Training and Technical Assistance

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- ADE Trainings
- Assigned ADE Specialist
- Guidance Manuals
- ADE Website
- Memos



### ADE Trainings

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ADE offers additional opportunities through trainings to learn and practice the fundamentals of the NSLP and SBP. Because trainings are offered at different intervals throughout the year, please note that web-based resources and ADE Specialists are always available for program clarification. If an SFA is required to complete a training requirement, ADE will provide written notification to the SFA which trainings are required to attend.

ADE trainings encompass different methods of training:

1. **Skill-Building Workshops:** Meant to provide an opportunity for those within specific job duties in order to practice and review their day-to-day NSLP tasks.
2. **Web-based Courses:** Trainings that require the attendee to complete an assessment based on the information covered in the training. Following submission of the assessment, attendees will receive a certificate of completion for the course.
3. **Professional Development:** An opportunity to broaden your perspective and grow within your NSLP operation.

### Assigned ADE Specialist

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Each Sponsor participating in the NSLP has an assigned School Nutrition Programs specialist. This is the person the Sponsor should contact for program/regulatory questions, special requests, and ongoing support. The assigned specialist is responsible for approving your annual site and sponsor applications in CNP Web, including any modifications made throughout the school year. To locate the email and phone number of your assigned specialist, please see the top of your Sponsor application.

For normal business communication, it is best to work with your assigned specialist as they are the most up to date on the status of your sponsorship. Because specialists spend time away from the office conducting state-wide trainings and site visits, HNS offers additional services by scheduling a “specialist of the day”. The specialist of the day is available Monday through Friday from 8 am until 5 pm with the intention of providing assistance to sponsors with urgent matters that cannot wait for the assigned specialist to return.



# Guidance Manuals

## Program Manuals

Sponsors have access to ADE and USDA Guidance manuals that provide program regulations. Manuals are to be reviewed by Sponsors to ensure all program requirements are fully understood. All manuals can be accessed on the *ADE Manuals, Guides and, Memos Website*, <http://www.azed.gov/health-nutrition/nslp/programguidance/>.



Left to Right:

Child Nutrition Program Guidance Manual, Special Dietary Needs Manual, USDA Eligibility Manual for School Meals, USDA Offer versus Serve Manual

## Step by Step Instruction: How To Guides

How-To-Guides are a quick way to learn NSLP requirements by following step by step visuals from the convenience of your desk.

Below is a list of commonly used How-To Guides.

- *How to Conduct Direct Certification*
- *How to Certify Household Applications*
- *How to Plan a Lunch Menu*
- *How to Submit a Claim on CNP Web*
- *How to Submit a Site and Sponsor Application*
- *How to Submit the Verification Report on CNP Verification*

Please refer to the *ADE Manuals, Guides and, Memos Website*, <http://www.azed.gov/health-nutrition/nslp/programguidance/> for an exhaustive list.

The image shows a 'Step by Step Instruction: How to Submit a Claim using CNP Web' guide. It includes a screenshot of the CNP Web interface with a red box highlighting the 'Click Submit All Claims' button. Below the screenshot is a diagram of an 'Out of Range' Error. The diagram shows a blue box with the text 'Out of Range Error' and a list of instructions: 'Check the ADE established attendance factor. An error will occur if actual attendance is higher.', 'If the established attendance factor is incorrect, fill out the Attendance Factor Calculation Sheet and fax it to the Health &amp; Nutrition Services Unit, Financial Services.', 'Public Schools use an attendance factor that is based on information from the fourth Day Report.', and 'State Schools, Correctional Institutions, and Residential Child Care Institutions use a 99% attendance factor.'

Above: Step by Step Instruction: How to Submit a Claim using CNP Web

## ADE Website

ADE's website houses all program information, guidance manuals, program forms, meal pattern charts, access to online training registration, etc.

### Weekly Website Update E-blasts

Webpages and materials are constantly updated on the School Nutrition Programs website. To inform SFAs about the updates for current memos from the USDA and ADE, a weekly e-blast is sent to all program contacts from the School Nutrition Programs email address, ADESchoolNutrition@azed.gov.

**HEALTH & NUTRITION SERVICES**

Home | Child/Adult Nutrition Programs | School Nutrition Programs | School Health Programs | School Food Programs | **Memos** | % Free/Reduced

You are here: Home / National School Lunch & School Breakfast Program

**National School Lunch & School Breakfast Program**

**Mission:**  
To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children.

**How to Apply**

**Operating the National School Lunch and School Breakfast Programs**

**Manuals, Guides, and Memos**  
Available with detailed information on requirements regarding verification, eligibility, special dietary needs and all aspects of operating child nutrition programs.

**The Meal Pattern**  
Charts, activities, production records, memos, and other guidance are available to help you navigate through the New Meal Pattern requirements.

**Arizona Nutrition Standards and Competitive Foods**  
Resources, tools, and guidance to ensure your school meets Competitive Food Standards

**Special Assistance Provisions**  
Resources and information on how to apply for the Community Eligibility Provision and other Special Assistance Provisions

**School Breakfast Program**  
Resources and tools to assist schools with implementing a successful School Breakfast Program.

**USDA Professional Standards For School Nutrition Professionals - NEW!**  
Resources and information for the new Professional Standards Rule.

**The Administrative Review**  
Information and resources on the process which assesses compliance with school nutrition program requirements.

**Training Workshops**  
A listing of NSLP trainings, as well as other professional development seminars are listed and available for registration.

**Hot Topics**  
**Event Registration**  
**Financial Info**  
**FAQ**  
**Civil Rights**  
**Contact Us**

**Click for a list of ALL programs**

### Memos

USDA communicates with ADE about updated program operations through memos. ADE posts all USDA memos to this part of the website. Additionally, ADE will also release their own memos for state-level regulations.



The purple tray houses program forms and guidance that you will need to refer to while operating the NSLP.

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**Operating the National School Lunch and School Breakfast Programs**

**Sponsor Types**

- Special Assistance Provisions
- Residential Child Care Institutions

**Operating the Program**


- Second Review
- NSLP Equipment Grant 2015
- The Administrative Review
- USDA Professional Standards For School Nutrition Professionals – **NEW!**
- Program Forms
- Contracting for Meal Service
- Program Guidance and Web-Based Instruction
- Meal Pattern
- Menu Certification
- Verification
- Local Wellness Policy
- Arizona Nutrition Standards & Competitive Foods
- Food Safety
- Frequently Asked Questions








## ADE Website > Operating the National School Lunch Program> Program Forms

ADE's website houses all program forms under the Program Forms webpage. The website is updated for the appropriate program year.



Font+ | Font-




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Program Forms

REMINDER: As per USDA, the Program Forms should be distributed on or about the beginning of the school year. \*Forms cannot be distributed before July 1.

Operational Forms

Form Name	Format
Requesting Common Logon Permissions for NSLP/Direct Certification	PDF
Health and Nutrition Services Entity/Data Form (ADD/CHANGE/DELETE)	PDF
Food Program Permanent Service Agreement (2 originals must be submitted for ADE approval)	PDF
Free and Reduced Price Policy Statement-New	Word
If applicable to your operation, please also include:	
Addendum - Provision 2	Word
Addendum - Provision 3	Word
Addendum - Community Eligibility Provision	Word
Addendum - Non-Pricing	Word

ALL FORMS UPDATED FOR SY 2015-2016

Requesting Eligibility Information

Form Name	Format
Reimbursement Rates - NEW	PDF
Media/Press Release	PDF Word
Requesting Common Logon Permissions for NSLP/Direct Certification	PDF
Application for free and reduced-price meals (English)	PDF Word
Application for free and reduced-price meals (Spanish) -Now Available	PDF Word
Instructions for free and reduced-price meal application (English)	PDF Word
Instructions for free and reduced-price meal application (Spanish) -Now Available	PDF Word
Parent Letter (English)	PDF Word
Parent Letter (Spanish) -Now Available	PDF Word
Foster Outreach Letter - USDA Sample Template	PDF Word
Special Milk Letter, pricing, No applications (English)	PDF Word
Special Milk Letter, pricing, No applications (Spanish)	PDF Word
Special Milk Letter to Parents, Applications (English)	PDF Word
Special Milk Letter to Parents, Applications (Spanish)	PDF Word

Certifying Income Eligible Children

Form Name	Format
Income Guidelines	PDF
Notification of Benefits Letter, School Meals (English)	PDF Word
Notification of Benefits Letter, School Meals (Spanish) -New	PDF Word
Notification letter, Milk, Pricing (English)	PDF Word
Notification letter, Milk, Pricing (Spanish)	PDF Word
Notification for Free School Meals Letter, Direct Certification (English)	PDF Word
Notification for Free School Meals Letter, Direct Certification (Spanish)	PDF Word

Verifying Household Applications

Form Name	Format
Notification of Verification Letter, School Meals (English)	PDF Word
Notification of Verification Letter, School Meals (Spanish)	PDF Word
Letter of Verification Results (English)	PDF Word
Letter of Verification Results (Spanish)	PDF Word
Error-Prone Worksheet	PDF
Verification Tracking Form	PDF
Verification for Cause Tracking Form	PDF

Additional Program Forms

Form Name	Format
After School Snack Program Site Review Form	PDF Word
Summary of Meals Served Worksheet	PDF Word
Active Excel Daily Edit Check Worksheet	XLS
Daily Edit Check Worksheet	PDF Word
Updated On-Site Review Checklist	PDF Word
Parent Letter of Non-Base Year	PDF Word
Parent Letter of Non-Base Year - Spanish	PDF Word
USDA Civil Rights Posters	PDF
Paid Lunch Equity (PLE): SY 2016-2017 Calculations and Tool	XLS
Non-Program Foods Revenue Tool & Calculator	XLS

Meal Pattern Related Forms

Form Name	Format	Format
Production Record (with menu contributions)	PDF	Word
Production Record (no menu contributions)	PDF	Word
Production Record for Multiple Grades	PDF	Word
After School Snack Program Production Record	PDF	Word

For household materials in more languages:

<http://www.fns.usda.gov/cnd/Application/translatedapps.html>



## HEALTH AND NUTRITION SERVICES DIRECTORY

### PHOENIX MAILING ADDRESS

Arizona Department of Education  
1535 West Jefferson Street, Bin #7  
Phoenix, AZ 85007

### TUCSON MAILING ADDRESS

Arizona Department of Education  
400 West Congress, Room 155  
Tucson, AZ 85701

<b>FAX #</b>	Phoenix Office Tucson Office	602-542-1531 or 602-542-3818 520-628-6660
<b>GENERAL INFO</b>	Arizona Department of Education State Government	602-542-5395 602-542-4900

### SNP

### SCHOOL NUTRITION PROGRAMS

**602-542-8700**

*Your Specialist's contact information is found on the CNP Web NSLP Homepage*

#### **NSLP Specialist of the Day (SOD)**

[ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov)

**602-542-8700**

Application Assistance/ Training Registration

[Ashley.Arnold@azed.gov](mailto:Ashley.Arnold@azed.gov)

602-542-9871

### OPS

### FINANCE & OPERATIONS

**602-542-8700**

Payments Information Line

602-542-5300

Annual Financial Report

[Andrea.Coffman@azed.gov](mailto:Andrea.Coffman@azed.gov)

602-364-2358

Claims

[Mary.Nesteruck@azed.gov](mailto:Mary.Nesteruck@azed.gov)

602-364-2303

### FDP

### FOOD DISTRIBUTION PROGRAM / USDA FOODS

**602-542-8700**

#### **FDP email**

[FDP@azed.gov](mailto:FDP@azed.gov)

Trainer, USDA Foods & DoD Fresh Produce

[Sandy.Fitzner@azed.gov](mailto:Sandy.Fitzner@azed.gov)

602-542-8741

Contracts Specialist (Caterer and FSMC)

[Veronica.Cramer@azed.gov](mailto:Veronica.Cramer@azed.gov)

602-364-1965

### SHP

### SCHOOL HEALTH PROGRAM

**602-542-8700**

HealthierUS School Challenge

602-542-8700

Physical Education, Physical Activity

[Keri.Schoeff@azed.gov](mailto:Keri.Schoeff@azed.gov)

602-542-8713

Community and Family Engagement

[Miranda.Graves@azed.gov](mailto:Miranda.Graves@azed.gov)

602-364-0461

### CACFP

### CHILD & ADULT CARE FOOD PROGRAM

**602-542-8700**

CACFP / School Food Summer Program (SFSP)

602-542-8700

